



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## STD INVESTIGATOR COUNSELOR SUPV

Job Number: 20000996

Job Code: 41980V151201

Job Group: 4100 - AUXILIARY AND MEDICAL THERAPY

Job Established: 08/16/1988

Job Revised: 12/01/2015

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Under the direction of the sexually transmitted disease (STD) Program Area Supervisor, supervises STD field staff and coordinates STD control activities conducted by local health department staff; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree.

#### **EXPERIENCE:**

Must have four years of experience investigating sexually transmitted diseases.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

Experience as a registered nurse, licensed practical nurse, laboratory technician or related field will substitute for the required college on a year-for-year basis.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Supervises activities of subordinate STD Investigators. Assigns workload to staff to ensure that the case load is distributed equitably and prepares work schedules to include assigned clinic coverage and field investigations. Periodically conducts interviews, field and work load audits, demonstrates proper techniques to subordinates. Reviews priority cases and develops necessary procedures to further case resolution. Monitors disease trends and identifies problems and deficiencies that could result in outbreaks of a priority STD. Conducts quality control visits to STD clinics in local health departments and public/private gonorrhea screening sites to assure that patients are being provided with quality diagnostic and treatment services and that effective case management and other follow up activities occur. Provides in service training to STD field staff and local health department personnel. Maintains patient records and responsible for update of records to show the medical/epidemiologic status of each patient. Prepares and submits a variety of statistical and epidemiologic reports.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Work is typically conducted in an office setting. Substantial travel is usually required in making field visits to schools, civic and community organizations.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*